



CITY OF CORONA
TIME ENTRY, PAYROLL PROCESSING AND HUMAN RESOURCE MANAGEMENT
SYSTEM
REQUEST FOR PROPOSALS (RFP) 18-030CG
ADDENDUM NO. 1

February 15, 2018

Administrative Services Department - Purchasing Division
400 S. Vicentia Ave., Ste. 320
Corona, CA 92882

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Addendum No. 1 to Time Entry, Payroll Processing and Human Resource Management System, RFP 18-030CG is issued to respond to “Requests for Information” as submitted by consultants via written requests and to extend the proposal due date and time.

By this reference, all provisions and attachments to this Addendum No. 1 are hereby incorporated into RFP 18-030CG. Prospective contractors shall account for all provisions pursuant to this Addendum No. 1 in submitting their proposal. Each contractor shall acknowledge receipt of this Addendum No. 1 in their proposal in the spaces provided therein.

A. Questions and Answers:

1. Question:

“Can you share what you’re currently using for HCM technology?”

Answer:

City of Corona's current HR system is Superior OneSolution version 16.2. This is not a true Human Capital Management solution and leads to a majority of HR tasks being completed outside of the system.

2. Question:

“What system is in place for Payroll?”

Answer:

Superion OneSolution version 16.2

3. Question:

“What system is in place for HR?”

Answer:

Superion OneSolution version 16.2

4. Question:

“What system is in place for Time/Attendance?”

Answer:

Currently there are multiple solution the City uses for Time/Attendance tracking. Most employees use an online portal called EmployeeOnline module which is a part of Superion OneSolution. Currently our Police and Fire use Telestaff for a majority of their timekeeping. Police also uses an inhouse solution called Timetracker for a couple employees as well.

5. Question:

“I didn’t see Benefits Management as part of your RFP, do you have a system already in place for that? Typically, we see requirements include Benefits and ACA Management because it effects payroll and time...any color on this would be helpful.”

Answer:

The City currently does not have a solution that covers benefits and ACA Management. The City would need a system to manage benefits, including open online enrollment. The City's current solution is part of Superion OneSolution.

6. Question:

“The City requests that the new solution integrates with Telestaff, but also asks that the Vendor migrate and upgrade the current databases and versions to a single instance of Telestaff in a SASS offering. As this is a product only sold by one company how does the City expect other vendors to be able to accommodate this request?”

Answer:

The City of Corona expects the solution to integrate with Telestaff or a comparable scheduling system. The proposal should include the cost to have the

Telestaff system updated to their cloud offering, migrate the data, and help coordinate with Telestaff to make the solutions work together cohesively.

7. Question:

“Would the City be open to other SASS public safety scheduling systems comparable to Telestaff?”

Answer:

The City is open to comparable scheduling systems to Telestaff assuming the solution can meet the requirements stated by the City's Police and Fire department. The final decision is at the City's discretion.

8. Question:

“What type of historical information and how many years does the City wish to migrate to the new system?”

Answer:

The City currently has employee information in the current system from 1999 to present. The City would like to migrate all employee information to a new solution to maintain the work history of past and present employees.

9. Question:

“The City asks about Talent acquisition solutions in the RFP, but also speaks of the desire to interface with Neogov. Is there a desire to change from the Neogov system?”

Answer:

The City does not desire to change but is open to the option if a strong case can be made.

10. Question:

“We have just received the City's RFP for Time Entry, Payroll and HRMS. We noted that the RFP was released yesterday, Feb. 6 and responses are due in Feb. 27. Our organization is interested in responding but the 21-day response timeframe is very prohibitive. We are requesting an extension of the due date. Public Sector organizations typically give 6 weeks for a response.”

Answer:

We are willing to entertain an extension, but will not be allowing a 6-week

response time due to project time constraints. As a courtesy, we will extend the proposal due date until March 6, 2018, at 2:00 p.m., per the city clarifications section below in this addendum.

11. Question:

“Whether companies from Outside USA can apply for this? (like, from India or Canada)”

Answer:

Companies based outside of the USA are eligible to apply, however, all data must remain inside of the USA at all times.

12. Question:

“Whether we need to come over there for meetings?”

Answer:

Meetings and demonstrations can be completed remotely if necessary.

13. Question:

“Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)”

Answer:

Tasks can be outsourced to areas outside of the USA, however, all data must remain inside of the USA at all times.

14. Question:

“Can we submit the proposals via email?”

Answer:

No, we will not accept proposals via email. Proposals will only be accepted per instructions listed in Section III. “RFP Instructions” of the RFP document.

15. Question:

“In review of your RFP we noticed you are asking for us to sign and acknowledge that we agree to your form of agreement (without changes), and that our response to the RFP will also be considered part of the final agreement. You also stipulate that this is non-negotiable. My question is do you require us to agree and use your form of agreement? Will the City consider a mutually agreed to agreement if selected?”

Answer:

The City will require that the form of agreement as presented in Section VII of the RFP document be signed by the selected Consultant. Additionally, per Section IV.B “Exceptions/Deviations” in the RFP document, “State any exceptions to or deviations from the requirements of this RFP on the Price Form where indicated. Consultants are cautioned that exceptions to or deviations from RFP requirements may cause their proposal to be rejected as non-responsive.” If the Consultant chooses to present terms outside of the form of agreement presented in the RFP, they do so at their own risk. The City makes no guarantee that exceptions will be accepted, and any acceptance will be subject solely to the City’s discretion.

B. City Clarifications

- a. Section I. “Invitation” - Page 2 of 2, Tentative RFP Schedule is hereby deleted in its entirety and replaced with the following:

1. Issue RFP	February 6, 2018
2. Advertise in Sentinel Weekly News	February 2, 2018
3. Written Questions from Vendors due	February 12, 2018
4. Responses from City Due	February 15, 2018
5. Proposals Due (date and time)	March 6, 2018 at 2:00 p.m.
6. RFP Evaluation Completed	March 20, 2018
7. Vendor Presentations	March 26-30, 2018
8. Consultant Selection	April 13, 2018
9. Council Agenda Report Due	April 20, 2018
10. Council Approval	May 2, 2018
11. Anticipated Project Start	May 16, 2018

- b. Section III.F.1 “Date and Time” is hereby deleted in its entirety and replaced with the following:

1. Date and Time

All proposals are to be submitted to City of Corona Administrative Services Department, Attention: **Carlos Garcia**, no later than:

March 6, 2018 at 2:00 p.m.

Proposals received after that date and time will be rejected by the City as non-responsive (NO EXCEPTIONS).

- c. Section V.C “Presentations” is hereby deleted in its entirety and replaced with the following:

Consultants should be prepared to conduct a presentation and demonstration if requested by City of Corona, California. Presentations will provide consultants the opportunity to explain the functional and technical capabilities of their system and services. Consultants should also be prepared to answer detailed questions regarding their proposals. Upon notification of its opportunity to provide a presentation, City of Corona, California will provide Consultants with a detailed agenda for the presentation.

Presentations, if required, will be held the week of March 26-30, 2018.

Selected firms must be available any day during that week to perform their system presentation. The City makes no guarantee that it will accommodate a vendor’s requested date and time. The scheduling for presentations is at the City’s discretion.

- d. Section V.D “Award” is hereby deleted in its entirety and replaced with the following:

While this project is a combination of professional services and goods (supplies, materials and equipment), the City believes that the prevailing purchase is that of a professional service and thus will be awarded pursuant to CMC 3.08.070(G).

Depending on the dollar amounts of the proposals received, City staff will either select Consultant(s) best meeting the above-specified criteria or submit a recommendation to City Council for consideration and selection, the proposal(s) evaluated by staff to be the most qualified.

The City anticipates making final selections and awards on or about May 2, 2018.

In addition, negotiations may or may not be conducted with Consultants; therefore, the proposal submitted should contain your most favorable terms and conditions, since the selection and award may be made without discussion with any Consultant.

Carlos Garcia
Purchasing Specialist IV
City of Corona